

SECRET

Reports Reduction Report

PPB 71-1181

Science and Technology

Directorate

as of 30 June 1971

<u>Producing or Cognizant Component</u>	<u>Report Title or other Identification</u>	<u>Action Taken</u>	<u>Estimated Savings</u>
All Offices	Overtime Report	Eliminated	
All Offices	Status of Funds & Personnel	Eliminated	
All Offices	Office Budget Estimates	Savings due to the availability of the "Automated Budget Control System" for use with these two reports; first used for FY 72 Budget Estimates.	
All Offices	Combined Program Call		
Office of Special Projects	Weekly Activity Report	Eliminated cost of various levels of reviewing and shortened preparation time	

25X1

Note also, that due to more utilization of this report, the Director of Special Projects has eliminated weekly staff briefing/meetings.

TOTAL

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